



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes
June 20, 2013.

Attending: Lisa Krowitz, Dick Mailloux, Joanne McQuaid, Martha Moore, Jeanne Raboin, Lars Widstrand
Absent: Kathy Murray, Robin Venezia

Meeting called to order at 6:45 pm, by Chairperson Jeanne Raboin.

- Public Comment
 - It's not the hike, program on June 19th, – comments by Lars on very well received and visited event in the LPL.
- Approval of minutes for May 16, 2013:
 - Motion made by Jeanne to approve submitted minutes; second by Lisa. Approved by Jean, Lisa, and Lars. Dick (not present at May meeting) and Joanne (not a trustee at the May meeting) abstained.
- Budget
 - As presented in separate spread sheet by the Director
 - Discussion about CWMARS payment, invoice vs. line item in budget and when the payment is due.
 - MUNI, new town-wide on-line database purchasing system, mid-July kick-off, should streamline and reduce purchasing paper- and computer work.
- Director's Report
 - Library IT/Website update: Generally, IT support from town is not going very well: delays, bureaucracy, red tape is slowing down progress. The library technology plan is being hindered by the town IT staff implementing changes without information to the library director and staff about what is needed and what has been changed.
This precludes the director and staff to discuss undesirable changes to the computer systems. Director plans a meeting with Steve and Kerry to discuss how to solve the problem.
 - Staff:
 - New page - discussion about 30-45 day probationary period for hiring a new page.
 - Martha is planning to meet individually with all staff members for future goals and objectives.
 - Sandy "Digital Services Librarian" is working out really well. Sandy has redesigned the check-out slip and made it more snazzy. She will inventory what other libraries are using for different software for PC reservation, room reservations, booking passes, etc. and make recommendations for future software use.
 - Vandalism: Cables to childrens area computers have been cut – power cord and Cat-5 cable cut with very sharp tool. Will be reported to police as vandalism to public property.
 - Discussion about patrons with special needs - daily visits that lasts for prolonged time, becoming "parking". The counselor does not activate the patrons he is supervising, leaving them to their own devices. Some measures need to be taken to ensure the safety of young children.
- Director's Contract
 - Director's evaluation, has been signed by all. Martha has added to her goals. New tool needed for evaluation. Tool to be discussed.
 - Director's contract extends to June 30th 2014. Salary increase to be greater than previously proposed due to Martha's strong performance and qualities.
 - Discussion about Director's salary of \$59,225.00, to be bumped to \$61,302.00 . \$59,740.00 was expended for FY-2012.
 - Jeanne made a motion, to move salary to \$61,302.00, second by Lars. Discussion about percentage + bump, how to present this – as a 6.61% increase alone? With all accomplished, coming in at a difficult moment, with 6.7% it will be \$61,352.50 – motion withdrawn.

- New motion for 6.7% salary increase for Martha by Lars (Dick second) from \$57,500, to \$61,352.50 for FY-2014. Approved unanimously.
- Other
 - Moving open meeting law discussion for September meeting.
 - Martha wants to talk to all trustees individually regarding what the trustees think the library should be and where the library should head.
 - Donations: June 1st book and bake sale generated \$3,170.00.
 - Endowment Requests - per "wish list" put together by Martha.
 - Optional-power-assist front entrance doors has high priority.
- September meeting to be held Sept 19, 6:45 p.m.
- Adjourn: Motion by Dick @ 8:50 p.m, Lisa second; vote all in favor

Respectfully submitted,
 Lars Widstrand
 Secretary, Trustees of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for June 20
 Library Director's Report, including Financial Spreadsheet